



**Customer Service Division
Tax & License Registration**

7447 E Indian School Rd, Ste 110
Scottsdale AZ 85251

or

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Scottsdale, AZ 85258

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Link to: Business & Economic Vitality

Massage Facility Supplemental Information Sheet

Be sure to read the City of Scottsdale Massage Therapists and Massage Facilities Licenses Ordinance before applying for your license. No more than one Massage Facility license shall be issued for one street address.

Payment of fees are due at the time of application.

\$100.00 Application fee

\$260.00 Annual license fee

\$ 29.00 Records Check fee (each)

\$180.00 Late Application fee if not renewing 60 days before expiration

Below are requirements to ensure we will be able to process your application for a Massage Facility license.

1. Complete a Massage Facility Application provided by the City of Scottsdale, Tax & License Registration office.
2. Complete a Massage Facility Supplemental Questionnaire for all controlling persons as defined in the City of Scottsdale Massage Therapists and Massage Facilities Licenses ordinance.
 - a. Controlling Person means a person directly or indirectly possessing control of an applicant, licensee or massage facility, and includes an agent and on-site managers. Each controlling person must:
 - i. Provide a copy of a government issued photo identification as proof of age (a valid Driver's License or Passport).
 - ii. Provide proof of U. S. Citizenship or lawful residency of the United States authorized to work in the United States (Social Security Card or documentation from the United States Department of Justice, Immigration and Naturalization Service.)
 - iii. Personally appear at one of the City of Scottsdale Tax & License Registration offices to be fingerprinted. Fingerprints must be taken in our office or by a law enforcement agency. If fingerprinted by a law enforcement agency, a letter, on law enforcement agency letterhead, must accompany the fingerprint card stating who identified the individual and obtained the fingerprints.
3. Attach a current and complete "All Employee Log" form. A form is available from the City of Scottsdale Tax & License Registration office.
4. Attach a signed copy of the Certification of Compliance that the facility complies with all requirements listed in the City of Scottsdale Massage Ordinance. This certification is provided by the City of Scottsdale.

Application fees and fingerprinting fees are non-refundable. An incomplete application may be ground for non-acceptance, denial, or revocation of your application or license.

A Business, Occupational and Professional or a Transaction Privilege Sales Tax license may also be necessary.